



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

PUBLIC AFFAIRS

Phone: (703) 351-2053

9 April 1987

**Ms. Ann McIntosh
Program Officer
The Chicago Committee
The Chicago Council on Foreign Relations
116 South Michigan Avenue
Chicago, Illinois 60603-9987**

Dear Ms. McIntosh:

This letter is to confirm the arrangements for Acting Director of Central Intelligence Robert M. Gates to address members of the Chicago Committee of the Chicago Council on Foreign Relations in an off-the-record luncheon meeting on Tuesday, 5 May, from 12:00 - 2:00 p.m. at the Chicago Club on 81 East Van Buren Street.

According to our conversation, the proposed format of the event is for the reception to begin at noon and lunch at 12:20 p.m. At approximately 1:00 p.m., the program will begin with the Acting Director giving 20 - 30 minutes of remarks followed by 15 minutes of Questions and Answers. Since it is an off-the-record meeting, members of the press and foreign nationals will not attend. We ask that a microphone and podium be available. As we discussed on the telephone, you will provide us with a tentative guest list with company affiliations, and a head table seating chart a week before the luncheon. Short biographies of those people who will be seated with him at the head table would be appreciated. As soon as I hear about a topic for the speech, I will call you. Closer to the time of the luncheon, please let me know who will give the introduction.

Enclosed as you requested is a biography and photograph of Mr. Gates. I look forward to working with you in preparation for this event. If you have any questions, please feel free to call me on (703) 351-2053.

Sincerely,



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Enclosure